

ATTACHMENT 14
PROJECT: FIRST-TIME HOMEBUYER ACQUISITION AND REHABILITATION

If more than one project of this type, submit a separate copy of this attachment for each project.

Name of Applicant: _____

SECTION I. PROJECT INFORMATION

A. Project/Subdivision Name: _____

B. Project Address/Location: _____

C. Project Developer: _____

D. Project Architect or Construction Specialist: _____

SECTION II. PRIOR EXPERIENCE WITH FIRST-TIME HOMEBUYER ACQUISITION AND REHABILITATION PROJECTS

A. Similar first-time homebuyer acquisition and rehabilitation projects implemented by applicant, city/county administering a CHDO applicant's project or administrative subcontractor in the last 5 years.

1. Indicate the name of the entity for which information is provided (list only one):

Applicant: _____

City/County administering CHDO's project: _____

Administrative Subcontractor: _____

2. Provide information on similar first-time homebuyer acquisition and rehabilitation projects implemented in the last 5 years by the entity identified in A.1.

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

- B. Single-family acquisition and rehabilitation projects completed in the last 5 years by the developer identified in Section I.C.

Project/Subdivision Name	Location	Total Units	Funding Sources	Construction Completion Date

- C. List any Department projects in which the developer identified in Section I.C. has participated within the last 5 years.

Project Name	Project Location	Department Project Number	Department Program Funding Source(s)	Date Project Completed

SECTION III. DEVELOPMENT MILESTONES

A. Site Control

1. Does the applicant, city/county administering a CHDO's project, or developer have site control in one of the forms listed under 3. below?
☐ Yes ☐ No
2. If yes to 1, name of entity having site control: _____
3. If yes to 1, indicate form of site control and provide documentation as Attachment 14.A.
☐ fee title
☐ land sales contract or other enforceable agreement for the acquisition of the property
☐ enforceable option to purchase or option to lease which shall extend through the anticipated date of the Program award as specified in the NOFA
☐ disposition and development agreement with a public entity
☐ leasehold interest on the project property with provision in the lease that enables the lessee to make improvements on and encumber the property provided that the terms and conditions of any proposed lease shall permit, prior to loan closing, compliance with all Program requirements, including compliance with Section 8316
☐ agreement with a public agency that gives the Sponsor exclusive rights to negotiate with that agency for acquisition of the site, provided that the major terms of the acquisition have been agreed to by both parties

4. If yes to 1., provide a preliminary title report which is dated no sooner than six months prior to the application due date as identified in the NOFA. (Provide as Attachment 14.B.)
[] Check if attached

B. Status of local governmental approvals

Submit a letter from the local government official of the jurisdiction in which the project is located indicating the status of non-ministerial local development approvals as Attachment 14.C. The letter must address the status of all of the following items. Check if approvals are addressed in the letter:

- [] General plan amendment
[] Zoning approval
[] Environmental assessment through CEQA
[] Conditional use permits
[] Variances
[] Subdivision approval
[] Any other outstanding discretionary approvals

C. Rehabilitation Financing Commitments in Place

1. Rehabilitation Financing

Total Development Cost: \$ _____
Requested HOME project funds: \$ _____
Other rehabilitation financing required: \$ _____

2. List Source(s) and Amount(s) of Other Rehabilitation Financing Required. In order to be considered committed, the documentation as described in 3. below must be submitted as Attachment 14.D.

Source(s) of Financing	Amount(s)	Committed (Yes/No)

3. Submit rehabilitation financing commitments as evidenced by letters or resolutions from the funding sources, evidence of fee waivers, etc. Label this documentation as Attachment 14.D. Documentation must contain the following information

- a. borrower name
b. project name, if any,
c. project address(es)
d. amount, interest rate and terms

[] Check if attached

D. Permanent Financing Commitments in Place

1. Permanent Financing

Total sales prices of all HOME units: \$ _____
Requested HOME project funds: \$ _____
Other permanent financing required: \$ _____

2. List Source(s) and Amount(s) of Other Permanent Financing Required. In order to be considered committed, the documentation described in 3. below must be submitted as Attachment 14.E.

Source(s) of Financing	Amount(s)	Committed (Yes/No)

3. Submit a letter of commitment or resolution from public lenders indicating the amount and allowable use of funds. Submit a letter of interest stating the total amount of financing available for mortgages from private lenders. Label this documentation as Attachment 14.E. Documentation must contain the following information:

- a. project name
- b. project address(es)
- c. amount, interest rate and terms

If down payments will be required from purchasers, this contribution may count toward leverage. Submit documentation of this requirement and a detailed description of how their total contribution for the HOME units was calculated. Include this with Attachment 14.E.

E. Rehabilitation Progress

Submit one of the following as Attachment 14.F.:

- ☐ Executed agreement with the architect for the rehabilitation of this project; or
- ☐ Evidence that construction and/or design specialist has been retained or is on the staff of the entity administering this project. Identify the person, include his or her resume, and a list of comparable projects for which the person has provided rehabilitation services similar to those required for this project

SECTION IV. FISCAL INTEGRITY

A. Submit cost estimates for the project as Attachment 14.G.

☐ Check if attached

B. Submit a letter from the architect or construction specialist identified in Section I.D. certifying that the cost estimates are based on all requirements of the project and on an inspection of each unit.

☐ Check if attached

SECTION V. LOCAL MARKET INFORMATION Complete the following information for project.

Number of Bedrooms/Baths	Number of HOME units	Proposed Sales Price

SECTION VI. IDENTIFY REQUIRED MATCH OF 25 PERCENT.

- A. Provide the calculation of required match:

HOME project costs: _____ x .25 = _____

- B.

Source(s) of Match	Value
TOTAL MATCH	

SECTION VII. LEVERAGE Only permanent project (not administration) funds should be included. In order to be counted, documentation must be provided as Attachment 14.H. (If documentation has already been provided as Attachment 14.E., state that in Attachment 14.H.)

- A. Provide the calculations in the space provided:

Sum of the sales prices of all the HOME assisted units: \$ _____
Requested HOME project funds: \$ _____
Other permanent leverage required: \$ _____

- B. Source(s) and Amount(s) of Other Permanent Leverage Required (In order to be considered committed, the documentation in C below must be submitted.)

Source(s) of Financing	Amount(s)	Committed (Yes/No)

- C. Submit a letter of commitment or resolution from public lenders indicating the amount and allowable use of funds. Submit a letter of interest stating the total amount of financing available for mortgages from private lenders. Label this documentation as Attachment 14.E. Documentation must contain the following information:

- a. project name
- b. project address(es)
- c. amount, interest rate and terms

If down payments will be required from purchasers, this contribution may count toward leverage. Submit documentation of this requirement and a detailed description of how their total contribution for the HOME units was calculated. Include this with Attachment 14.E.